

DATE: March 20, 2006

TO: County Emergency Management Directors

FROM: Jerry Haberl, Training Section Supervisor

**SUBJECT: Course Recruitment: HOMELAND SECURITY'S EXERCISE DESIGN
and EVALUATION COURSE**

The Wisconsin Division of Emergency Management will sponsor Homeland Security's **Exercise Design and Evaluation Course** on **JUNE 20-23, 2006** at Fort McCoy, Wisconsin. The course will begin at **8:00 a.m.** on Tuesday, June 20th, and conclude at approximately **4:30 p.m.** on Friday, June 23, 2006. Dress is casual.

The purpose of the Exercise Design and Evaluation Course is to develop the knowledge, skills and activities necessary to design and evaluate the full range of emergency management exercises. This course replaces both the G120 (*Exercise Design*) and the G130 (*Exercise Evaluation*) courses. Emergency managers are strongly advised to take Homeland Security's four-day **Exercise Design and Evaluation Course**.

We are requesting that you recruit attendees from the emergency management community who would be a member of your exercise evaluation team. Candidates could include you, elected officials, public safety department heads, law enforcement, fire service, public works, EMS, volunteer agencies, instructor staff, healthcare agencies, private industry, hazmat, and Military.

Course Pre-requisite: To register for this course, you must have completed the online IS120 Exercise Design Course, (<http://training.fema.gov/EMIWeb/IS/is120.asp>).

If you travel more than **50 miles one way**, and do not wish to commute, we will make reservations for you at Fort, McCoy, Wisconsin. Emergency Management will provide lodging costs (*for those traveling 50-miles or more one-way*), and both the breakfast and lunch meals; however, expenses for travel, the evening meal, and any other incidentals are a local responsibility. Registrants will receive a letter of confirmation when the class roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **MAY 20, 2006**.

Thank you for your interest in emergency management training. If you have any questions, or need further information, please call your Regional Director or Lisa Olson-McDonald at (608) 427-1794.

Encl: Registration Form

cc: WEM Management Staff
Regional Offices
Hazardous Materials Response Teams
Bob Klinger
Dan Wenborne
Lisa Olson-McDonald

REGISTRATION INFORMATION
HOMELAND SECURITY'S EXERCISE DESIGN AND EVALUATION
COURSE

JUNE 20-23, 2006
FORT MCCOY, WI

Please complete the information below and send it to your County Director by May 19, 2006. County Directors must submit this registration to their Region Office no later than May 20, 2006. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.

(Reproduce this sheet locally for additional people.)

(print clearly)

NAME _____ SIGNATURE _____

TITLE _____ AGENCY _____

SOCIAL SECURITY NUMBER _____

(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS _____

CITY _____ ZIP _____ COUNTY _____

WORK PHONE # _____ FAX# _____

E-MAIL: _____ DATE OF BIRTH: _____

State Privacy Provision

Authorization: Wisc Stats 166.03 and E.O. 9397.

Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary

Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.

LODGING INFORMATION

_____ I live within 50 Miles, and **do not need a room.**

_____ I will attend, and live over 50 miles away; **reserve a room for me as indicated below:**

PLEASE CIRCLE THE NIGHTS THAT YOU NEED A ROOM

MONDAY, JUNE 19, 2006

TUESDAY, JUNE 20, 2006

WEDNESDAY, JUNE 21, 2006

THURSDAY, JUNE 22, 2006

Do you require any special accommodations for a physical disability?

SIGNATURE OF COUNTY EM DIRECTOR: _____

SIGNATURE OF REGIONAL DIRECTOR: _____